

NIGHTINGALE COMMUNITY HOSPICE TRUST

Registered Charity No: 1094435



ORGANISING AN EVENT INFORMATION FORM

Contact Details

Person Organising the Event _____

Address: _____

Post Code: _____ Telephone: _____ Mobile: _____

Email: _____

Event Details

Event Name: _____

Taking Place at _____

Date of Event: _____ Time: Start: _____ Finish: _____

Ticket Price: _____ No Of Tickets Available _____

(if different types of tickets available eg child, family etc then specify details for each type)

If no tickets required number of people expected to take part: _____

Are you planning to use volunteers? YES How many _____ NO

How are tickets obtained? From You From our Office Both

What Telephone Number is to be included on the posters? _____

Any other information about the event not listed above _____

PLEASE USE A SEPARATE SHEET FOR FURTHER DETAILS IF REQUIRED

Help from our Office

If you require any of the following please indicate the number against each item:

Posters _____ Tickets _____

Collecting Tins _____ Collecting Buckets _____

Tabards _____ Sponsorship Forms _____

Information Boards _____ Merchandise e.g. boxes of cuddlies _____

Balloons _____ Other Items _____

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Licences

Does any aspect of your event require a licence?

You must check with the police and local authorities

Entertainment Licence	YES/NO	Alcohol Licence	YES/NO
Street Collection Permit	YES/NO		

I agree to take full responsibility for the full event and for the following:

- To ensure that Nightingale Community Hospice Trust is respected at all times.
- To keep the fundraising office informed of what is taking place and any amendments.
- That all relevant Health and Safety regulations are adhered to.
- Funds will be returned to Nightingale Community Hospice Trust within 1 month of the date of the event.
- To inform the relevant authorities, if required including local councils etc.
- To inform the press to try and obtain publicity for the Nightingale Community Hospice Trust

Name of Organiser _____ Signed _____

Date _____

Please note Nightingale Community Hospice Trust does not guarantee attendance by any member of staff. This is due to staff out of hours' costs and time constraints. We hope you appreciate this point and thank you for your understanding.

POINTS TO NOTE:

- You should be covered by the Nightingale Community Hospice Trust's public liability insurance, **but you must check this before you carry out the event.**
- Always carry out a risk assessment to ensure all precautions are taken.
- Ensure you have adequate security for any money that is used or taken throughout the event.
- Ensure any children involved are properly supervised.
- When holding a raffle please check the rules with the local authority or Gaming Board of Great Britain. You can contact the Gambling Commission at: Victoria Square House Victoria Square Birmingham B2 4BP Tel: 0121 230 6666 Fax: 0121 233 1096
- Contact details for Enfield Council are: Civic Centre Silver Street Enfield EN1 3XY
Telephone: 020 8379 1000 **Fax:** 020 8379 4453 **Textphone:** 020 8379 4419
- Think about the details of the event and use a tick list to ensure you have covered it all.
- Contact Details for this fundraising office are 0208 366 9674.

Remember events can be big or small, simple or complicated but they should always BE FUN!!

Office Use Only

Date event entered onto the database _____